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ABSTRACT

Policies, regulations, procedures, and general information are provided in this handbook designed to help orient new part-time faculty at Hillsborough Community College (HCC). After introductory material outlining the history of HCC and stressing the importance of the student in HCC's mission, the handbook describes HCC's evening and weekend programs, discusses the distinguishing characteristics of the adult students in those programs, and lists various campus offices which can be contacted by the instructor for additional information. A description of the file maintained for each part-time instructor by the campus personnel office precedes an outline of regulations concerning course load, attendance, class roles and grade books, grade reports, course outlines, textbooks, classroom visitations, field trips, pay schedules, parking permits, and identification cards. Next, room numbers, service hours, and responsibilities are outlined for HCC's copy center, bookstore, library, learning laboratory, safety and security department, veterans' affairs office, financial aid service, placement office, advising center, student government office, and testing center. A discussion of the support services available to part-time faculty is followed by the campus telephone directory. The handbook concludes with HCC's disaster plan and appendices providing forms, maps, and grading definitions. (JP)

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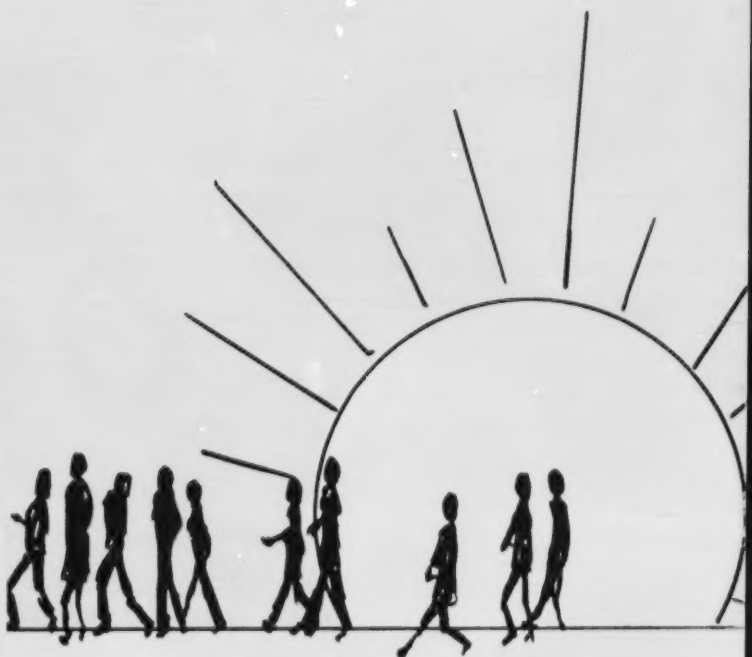
PART-TIME FACULTY HANDBOOK

HCC



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DaleMabry 1980-81

FACULTY CALENDAR FOR 1980-81

ACTIVITY	DATES	CLASS DAYS	CONTRACTUAL DAYS
Term 1			
Labor Day Holiday	September 1	0	0
Planning and preparation*	September 2	0	1
Classes	September 3 - November 26	61	62
Thanksgiving Holiday	November 27-28	0	0
Classes	December 1 - December 18	14	14
Planning and preparation	December 19	0	1
		75	77
Term 11			
Planning and preparation*	January 5, 1981	0	1
Classes	January 6 - February 6	24	24
Gasparilla Day (Tampa only) **	February 9 ***	0	0
Classes	February 10 - April 23	53	53
Planning and preparation	April 24	0	1
Commencement Exercices ****	May 3	77	79
Term 111			
Classes	May 4 - May 22	15	15
Memorial Day Holiday	May 25	0	0
Classes	May 26 - June 19	20	20
		35	35
	Total Class Days	187	
	Total Contractual Days		191
Term 1V			
Classes	June 25 - July 2	9	9
Independence Day Holiday	July 3	0	0
Classes	July 6 - August 13	24	24
		35	35
	Total Class Days	222	

*Planning and preparation days are faculty duty days which may involve course preparation, examination and other necessary duties in addition to formal training exercises. In some cases, the needs of the College may require substitution of presently non-duty for duty days.

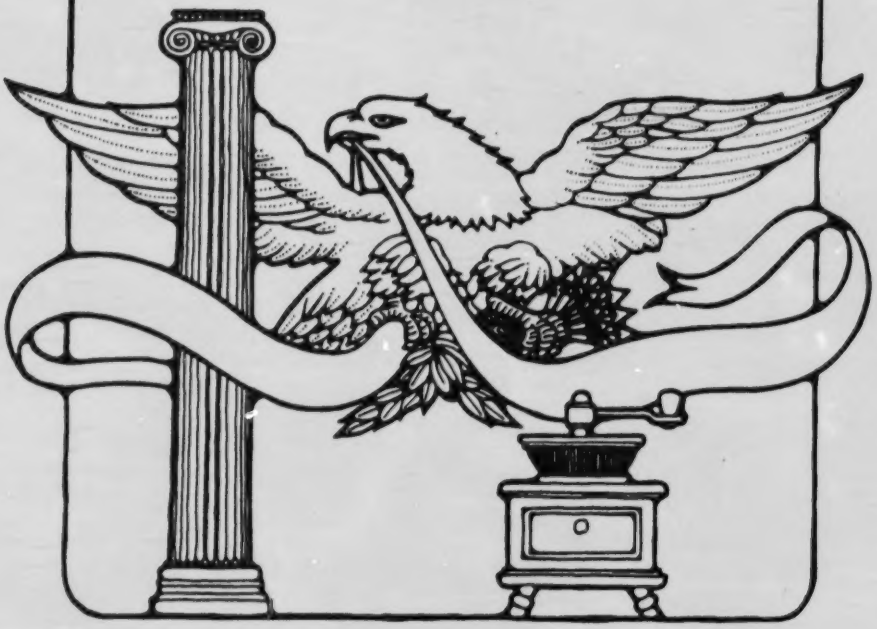
**Plant City will observe the Strawberry Festival Day instead of Gasparilla Day.

***Gasparilla's exact date is not known by the Chamber of Commerce at the time of this printing.

****Commencement Exercises are tentatively scheduled for Sunday, May 3, 1981.

HILLSBOROUGH COMMUNITY COLLEGE

The
Dale Mabry Campus



forward

The 1980-81 Adjunct Faculty Handbook is designed to familiarize you with the organizational policies, regulations, and procedures, followed here at Hillsborough Community College. In preparing this fifth edition of the Handbook, we have found faculty evaluations of previous Handbooks quite helpful. Consequently, we request that you complete the attached evaluation form and return it to the Evening Programs Office during the first three weeks of the term. We also would like to take this opportunity to acknowledge the efforts of adjunct professor Robert R. Hoyt whose thorough review of the 1979-80 edition and continued assistance have helped to make this edition of the Handbook clearer and more useful.

Whether students are returning to school after a long absence or are continuing their education immediately following high school, their primary encounter with the institution is with you the instructor. Therefore, as you are a pivotal influence on these students and their careers, be certain that you are prepared to advise them on the facilities, such as the new Library, and student services, which include counseling, placement assistance, and career information, available at HCC. As Joanne Davis, Program Specialist for Continuing Education Program for Nurses and Allied Health Professions so aptly phrased it:

The setting for learning is molded by many things, but the major artisan is the teacher whose influence penetrates the students who profit and change or suffer and are stunted from the encounter. The teacher's responsibility is heavy. The conviction is widespread in higher education that anyone can teach and that any teacher who knows his subject can use the tools of education. The inaccuracy of this conviction is abundantly clear to anyone who has ever been a student. The tools of education must be used with skill. This skill, like most others is not inborn but results from thoughtful study. Wisdom demands that careful and thoughtful attention be given to the hiring of a teacher.

forward

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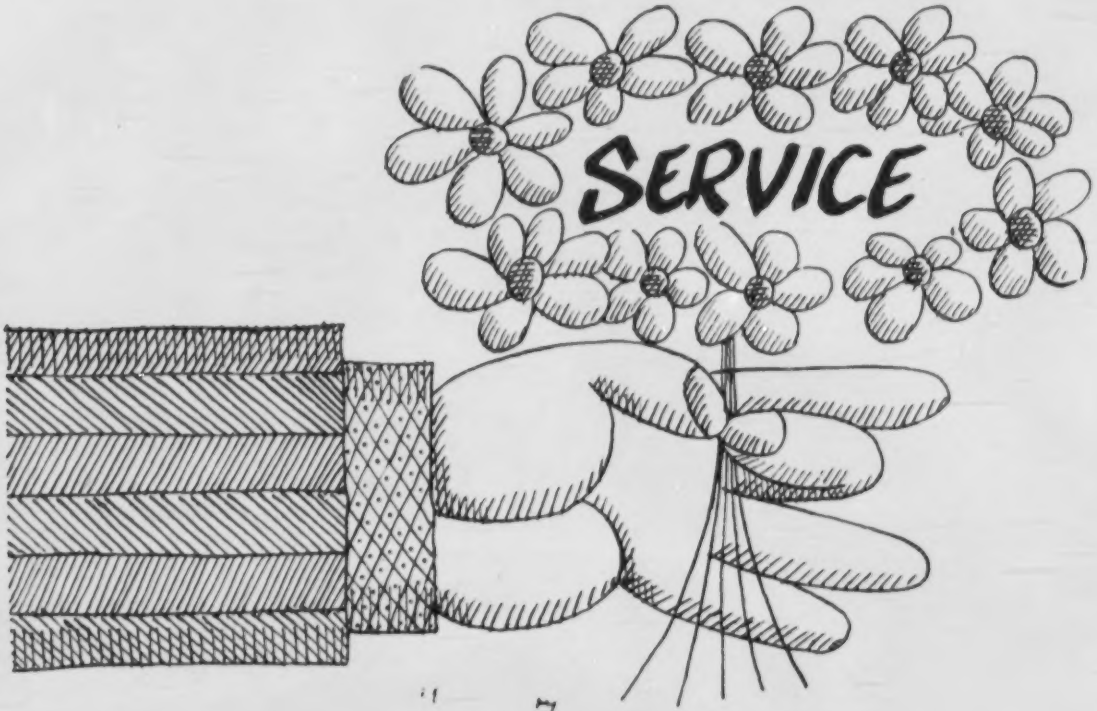
Not to be overlooked in the delivery of educational programs are the administrators who lubricate the system for lucubrating students. The word "administer" is derived from the Latin "ad" and "to" and "ministrare" or "serve." An administrator serves your needs as best he/she can. As your evening administrator, I am concerned with your welfare. Murphy's Law states: "If anything can go wrong, it will at the worst possible momment." Hopefully, you will not connect this law with me when your room is locked. We will do our best to avoid situations like this. We are all acting in concert to serve our most important patron—that student.

Although we try to cover in the Handbook all of the information that you as an adjunct faculty member at HCC will require, we realize that you may encounter questions or situations not discussed in the Handbook. In such cases, please stop by or phone the Evening Programs Office; we will be glad to help you. On behalf of the President and the Board of Trustees, I wish you a successful teaching stint.

Anthony J. Murphy

Anthony J. Murphy, Ed.D.
Director of Evening and Weekend Programs



history

Hillsborough Community College is a public, comprehensive community college, fully accredited by the Southern Association of Colleges and Schools. Designed to serve the residents of Hillsborough County, the College offers career, college parallel, and community services programs at locations throughout the area.

The College opened in 1968, less than a year after a Hillsborough Junior College Advisory Committee was appointed by the Hillsborough County Board of Public Instruction. That committee became the College's first official Board of Trustees. Currently, five local trustees, appointed by Florida's Governor for four-year terms, govern and determine operating policies for the College.

growth

H. C. C. 's first student enrollment in 1968 was 1,625 with 17 members on the faculty and administrative staff.

Within ten years, the College's enrollment soared to more than 13,000, and the full-time staff increased to more than 500 employees.

Of the full-time faculty members, 85 percent hold a master's degree or have continued study beyond that level while 15 percent hold a doctoral degree. The part-time faculty have approximately the same proportion of master's degrees, while 13 percent have earned doctorates or law degrees.

facilities

H. C. C. 's three major campuses are located at Dale Mabry, Plant City, and Ybor City. Gordon Keller Educational Center can be found at Davis Island, while a fifth site is the Environmental Studies Center at Cockroach Bay.

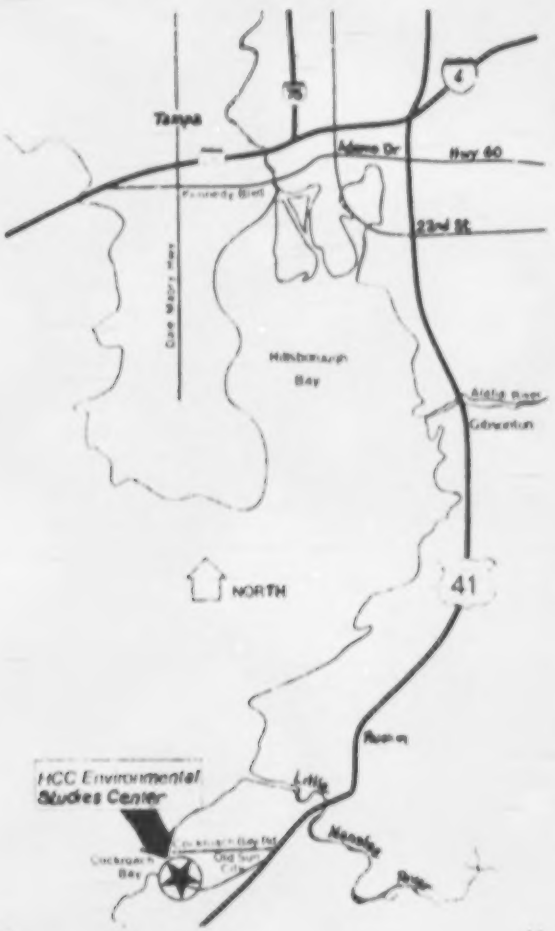
The Dale Mabry campus includes the Sciences, Humanities, Mall, and Gym/Sports Complex. The Provost at the Dale Mabry Campus also is responsible for educational programs conducted at the Gordon Keller Center. The newest permanent building is the library which opened in January 1980. The Gym/Sports Complex features classrooms, locker-shower facilities, basketball courts, tennis courts, handball courts and squash courts in addition to a pro shop and children's recreation area. The Child Care Center is also housed on the Dale Mabry Campus.

At the Plant City Campus, the first permanent building contains general education classrooms, two multi-science laboratories, four career program laboratories, a learning resources center (library), and offices for student services.

The Ybor City Campus is composed of a large classroom building and a fine arts building. A learning resources center to house data processing offices, 14 classrooms, and library facilities has just been completed.

The District Office Building on Davis Island contains offices for Admissions and Records; Community, Student and Employees Relations; Accounting; Payroll, Personnel; Business Services; and Institutional Research among others. Gordon Keller Education Center, located on Davis Island, houses most of the allied health programs and is administered by the Dale Mabry Campus.

The Environmental Studies Center at Cockroach Bay is located on the east side of Tampa Bay on a 20-acre site just south of Ruskin, off U. S. Highway 41. A laboratory/office/classroom building serves as a mini-museum for groups visiting the bicentennial, community project.



OUR STUDENT

A student is the most important person in any educational business.

A student is not dependent on us. We are dependent on him.

A student is not an interruption of our work. He is the purpose of it.

A student does us a favor when he comes in. We aren't doing him a favor by teaching him.

A student is part of our business--not an outsider.

A student is not just money in the cash register. He is a human being with feelings, like our own.

A student is a person who comes to us with his needs and his wants. It is our pedagogical job to fill them.

A student deserves the most courteous attention we can give him.

He is the life-blood of this and every educational business. He pays your salary. Without him we would have to close our doors.

- Ann Landsman

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HOURS LISTED FOR CLASS

I. REGULAR

A. Day

Times	Days	Schedule
8:00a - 8:50a	MWF	A
9:00a - 9:50a	MWF	C
10:00a - 10:50a	MWF	E
11:00a - 11:50a	MWF	F
12:00p - 12:50p	MWF	G
1:00p - 1:50p	MWF	J
2:00p - 2:50p	MWF	L
3:00p - 3:50p	MWF	M
4:00p - 4:50p	MWF	O
8:00a - 9:15a	TR	B
9:30a - 10:45a	TR	D
11:00a - 12:15p	TR	H
12:30p - 1:45p	TR	K
3:00p - 4:15p	TR	N

B. TWILIGHT

5:30p - 6:45p	MW	P
5:30p - 6:45p	TR	Q

C. EVENING

7:00p - 9:45p	M	AA
7:00p - 9:45p	T	BB
7:00p - 9:45p	W	CC
7:00p - 9:45p	R	DD
7:00p - 8:15p	MW	
7:00p - 8:15p	TR	
8:30p - 9:45p	MW	
8:30p - 9:45p	TR	
7:00p - 8:00p	MTWR	
8:30p - 9:30p	MTWR	

II. WEEKEND

8:15a - 10:45a	Saturday
11:15a - 1:45p	Saturday
2:15p - 4:45p	Saturday

evening programs office

Evening Programs

These are credit courses leading to an Associate in Arts, Associate in Science, and Certificate of Proficiency within the purpose of Hillsborough Community College to develop a comprehensive curriculum including College/University parallel programs, career oriented programs, guided studies, and general education courses addressed to the needs of individuals specifically and of the community in general. General education courses are offered within communications and humanities, natural science, mathematics, and social science.

The College/University parallel program provides the first two years of a traditional four-year Liberal Arts Program leading to the Baccalaureate Degree. Students who successfully complete this program will be awarded an Associates in Arts Degree and may transfer as juniors to a four-year college or university. These programs are conducted as preparatory for entering the Building Construction, Business , Dental, Medical, Pharmaceutical, Veterinary, Engineering, Law, Liberal Arts and teaching professions. Associate in Science Degrees are awarded to students who complete career programs in technical/occupational programs leading to careers as technicians or as semi-professionals.

Those who wish to learn new skills or who may decide to increase their skills in present occupations may enroll in courses or certificate programs geared to this type of training. Typical courses are accounting, speech, writing, psychology, sociology, anthropology, and legal assistant. Students may enroll in day or evening courses both have identical offerings.

Hillsborough Community College admissions policy encourages the enrollment of applicants who have various educational backgrounds. Preparatory courses in English, mathematics, and reading have been developed to help students reach a level of proficiency which will enable them to successfully pursue either a career or college-parallel program. General education courses allow the student to have an educational program which will help him acquire the common knowledge, skills, and attitudes necessary to serve effectively as a person, a member of a family, a worker, and a citizen in a free society.

The Director of Evening Programs, whose office is located at the Dale Mabry campus (Sciences, Room 60), supervises the campus operation after 5 p.m. and is responsible for the screening, interviewing, selection, and development of part-time faculty. He is also responsible for Weekend College.

weekend college

Weekend College at the Dale Mabry Campus is designed for those students who find Saturdays the only day on which they can pursue studies. These credit courses fulfill the Associate Degree requirements and will be given in three time slots for the Fall and Winter terms and in two time slots for the Summer term as follows:

(A)	Fall and Winter	- 8:15 a.m. - 10:45 a.m. 11:15 a.m. - 1:45 p.m. 2:15 p.m. - 4:45 p.m.
(B)	Spring Term	- 8:15 a.m. - 12:00 p.m. 1:15 p.m. - 5:00 p.m.

The quality of teaching, course content, entrance and graduation requirements, fees, and other academic regulations apply as equally to those students who attend Weekend College as they do to day and evening students.

The schedule of Weekend College classes may be found in the separate brochure available from the Weekend College office located in Room 60, Sciences Building. The academic year consists of three 15 week terms Fall, Winter and Spring.

All courses will carry semester-hour credit. A student may audit a course to learn about the subject without having to take the final examination; however, no credit is given and the regular fee will be charged.

By taking six credit hours per term, Weekend College students can complete degree requirements in 10 terms (three years).

The Office of Weekend College is open each Saturday to provide further assistance and information.

child care center

To accommodate student and faculty members with small children, the Child Care Center is located on the Dale Mabry Campus in Building 8. A professionally trained staff at the Child Care Center will provide many educational and recreational activities for children, who must be between the ages of two and twelve in order to be enrolled. Please contact the Community Services Office, Building 200, at extension 306/8 for further details.

The hours of operation for the Child Care Center are from 7:45 a.m. to 4:45 p.m. on Monday through Friday..

meetings

To acquaint newly hired part-time or adjunct faculty with the college's missions and policies, an orientation meeting is held at the beginning of each term. The following will be discussed at orientation: the statewide community college system; HCC's organizational hierarchy; student services, library, and other support areas at the college. The director will discuss in detail the operations of the Evening Programs Office and the services it provides adjuncts.

Department chairpersons will also conduct meetings on an individual or group basis. They will assist you in typical instructional concerns, such as the preparation of a syllabus, use of textbook, and the proper use of testing and grading practices. Chairpersons will describe the various evaluations of your instructional practices which will be conducted by students and supervisors.

communications

Communications is a key function of the Evening Programs Office in linking the adjunct faculty member to Hillsborough Community College. Because adjunct faculty members are committed to professional careers and lack the direct contact with the college various communication modes have been devised to assist you in keeping abreast of procedures, rules, and late breaking developments. Your attention to the Night News, which is published periodically, will keep you aware of events at the college and assist us in keeping students informed.

The Faculty Handbook is published at the beginning of each year to explain general policies, regulations, procedures for employment, and various forms used by Evening Programs Office to conduct this operation. For example, APPENDIX K concerns expediting the completion of personnel files. Applications, transcripts, letters of reference and personnel matters which include W-4's, loyalty oaths, and fingerprints must be executed in compliance with state law. CAUTION: You will not be paid until you have had all your personnel matters processed.

The Faculty Bulletin relates to the part-timer the hours of various campus offices in a condensed, pragmatic, hands-on description. It is suggested that you keep this in a notebook along with the Handbook and Night News so that you will be current. Specific guidance relating to paydays, secretarial services, campus offices, and pivotal academic dates are also provided. Do not neglect to announce to students the section which details smoking and eating in the classes, etc. and is entitled "Student Announcements".

general instructional guidelines

When all of you have been interviewed and your credentials have been verified, you are on your way to becoming an instructor. Mere possession of degrees, however, does not guarantee performance in the classroom.

Alluded to on page 18, the conclusions resulting from classroom visitations can help to sharpen your instructional techniques. Your Department Chairperson and the Director of Evening Programs will observe your class during the term.

Some general recommendations you should employ in addition to studying the items mentioned in Classroom Visitation Appraisal (APPENDIX H) are:

I. Administration

A. Possess an accurate class roll.

B. Distribute a course outline during the first week of class which includes the following:

1. Name of course and time and location of meetings
2. Your name and how you may be contacted (Business and residental phone numbers)
3. Course objectives
4. Title of textbook(s)
5. Assignments
6. Course requirements
7. Dates for examinations
8. Policies on grading/attendance/class participation
9. Resources available, e.g., books on reserve in library, audio-visual materials, etc.
10. Specific breakdown of scheduled sessions including holidays and topics for discussion

C. Comply with requests for syllabi, tests, ancillary instructional materials, and records requirements from the Departmental Chairperson and Veterans Administration office.

D. Adhere to deadlines established by Dean of Records concerning class rolls and grade rolls.

E. Answer requests from Evening Programs Office.

II. Presentation Fundamentals

A. Intellectually educate

1. Review material from previous session, preview what you are going to do, teach the subject, and repeat what you have told them. (This is called the "sandwich method.")
2. Go on field trips that can reinforce classroom instruction.
3. Conduct tests that evaluate the attainment of class objectives.
4. Spend adequate time in preparation.

5. Use voice inflections.
6. Make gestures with hands and body.
7. Move about the room and do not stay anchored to a seat or lectern.
8. Supplement verbal communication with other instructional media such as films, video-tapes and cassettes.

B. Emotionally motivate

1. Develop an enthusiastic attitude towards your students and subjects.
2. Learn students' first names and address them by name.
3. If students are arguing for their views, discuss the issue rather than disparaging the student.
4. Make eye-to-eye contact with each student.
5. Listen "in toto" to students' responses without interruption.
6. Praise in public; reprimand in private.

C. Environment

1. Ensure a comfortable room by adjusting the thermostat on the wall by moving temperature setting to appropriate level (no lower than 78 in summer nor higher than 65 in winter).
2. Arrange seats appropriately to the teaching technique. For example, clusters are good for small group discussions.
3. Moderate noise level so as not to disturb adjacent classrooms.
4. Clear boards of extraneous materials.

adult learning

Adults are flocking back to college in ever-increasing numbers. With the median age of the U. S. population now at 29, you will likely have many adults in your class(es). If you are to be effective, you must be sensitive to the unique needs and characteristics of adult students.

Adults have garnered experiences from other fields and can add an entirely new dimension to the classroom. Instructors should capitalize on the fact that these mature students can share their ideas with younger counterparts. Since a return to school can be a threatening environment, the teacher should avoid placing older students in win-win situations such as speed tests.

The elderly can effectively learn well past the age of 80. Societal stereotypes, such as the rigidity of older persons to learning and the negative beliefs which older adults themselves hold, inhibit learning by older students. Mature persons have abilities to learn which are significantly different from those of individuals in their early twenties.

Adult students usually come to school with a purpose. Often the urgency and seriousness of their purpose result in a drive for achievement which later becomes a source of discouragement. The senior adult learner may expect more rapid achievement than can be realistically accomplished. The teacher must be keenly aware of signs of this phenomenon, because if it is not detected quickly and intervention instituted, the older adult may drop out with a feeling of disappointment and frustration.

Implications for Teachers

The adult educator can and should make allowances for older students by:

1. Increasing the amount of overhead lighting. If a light flutters or it is not operating in an important location, e.g. over a blackboard, it should be reported to the Director of Evening Programs.

2. When feasible, arrange seats in a semicircle, so that each learner has a clear and unobstructed view of the board and/or demonstrations.

3. Making use of equipment that will enable the learners to distinguish clearly all movements and materials in a demonstration.

   a. Use a neutral background.
   b. Use sharply contrasting colors, for example, a combination of a light tint of one color and a dark shade of a contrasting color.
   c. Use large charts, diagrams, and pictures.
   d. If the chalkboard is used, remove all items from it except those that pertain to the subject under discussion.

4. Selecting books and reading materials that are printed on non-gloss paper and using modified bold-faced type which is fully spaced.

5. Studying the faces of the participants for signs of confusion or signs that they are straining to hear what is being said.

6. Printing unfamiliar names, terms, numbers, and instructions on the chalkboard to reinforce verbal communication.

7. Maintaining the meeting place at a consistent room temperature, determined through consultation with the participants.

8. Ensuring that the meeting place is free of drafts, especially those from heating and air-conditioning ducts. In some cases it may be advisable to rearrange the seating patterns in the room to prevent some of the participants from being exposed to heavy drafts.

9. Accepting decreased physical performance speed and reinforcing the advantages of care and accuracy. Emphasis should be placed on the fact that any decrease in speed compared to an individual's earlier performance can be measured only by hundredths and tenths of seconds rather than in noticeable large decreases in performance times. Older adults should also be reminded that true competition is with one's self, not with others.

10. Providing activities that do not require high levels of physical strength for long periods of time. The teacher must be careful to prepare realistic physical activities dependent mainly on the nature of the participants in the program rather than on any set of specific criteria related to the age of the participants.

Percentages of hearing and visual defects increase with age. If material is to be learned from auditory presentation only, (e.g. via lecture), it should

be presented slowly and clearly in a lower pitch range. Main points should be emphasized several times. A multi-sensory approach should reinforce auditory with visual and/or tactile senses. An approach using video-tapes can help students by reinforcing the visual sense with auditory instruction.

campus offices

Faculty may refer students to the following offices for specific information and special needs:

* Advising for:
  - class drop/add or withdrawal from college
  - registering and course information
  - computing credits, grade point averages, quality points
  - applying for graduation
  - change of name, address, major
  - information about CLEP tests or credit by exam
  - new identification card and transcript copy requests

* Campus Police for:
  - reporting injuries and accidents
  - lost and found articles
  - handicapped, faculty and staff area parking permits
  - reporting suspicious persons on campus
  - reporting any disturbance and/or criminal incidents

* Dean of Instruction for:
  - problems which cannot be handled by other offices
  - permission to miss graduation exercises

* Community, Student and Employee Relations for:
  - problems related to racial or sex discrimination

* Financial Aid for:
  - grant and loan applications
  - scholarship applications
  - work-study program information

* Job Placement and Follow-up for:
  - various careers
  - other colleges and universities
  - registration for job placement services
  - part or full-time job information

* Student Government for:
  - intramural activities
  - schedule of student activities
  - placement of club events on College calendar
  - organizing or joining a club
  - student organizations, financial forms
  - formal grievance

counseling

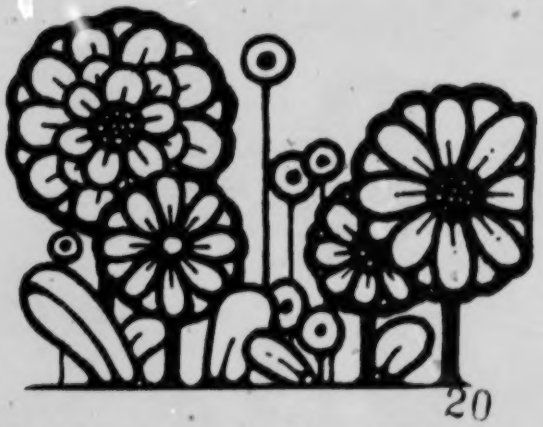
Counselors are available during the day and in the evening to assist you and your students with many services, including:

1. New Student Orientation
2. Personal - Social Counseling
3. Referral Service
4. Faculty Consultation
5. Special Interest Groups (e.g., Study Skills Workshops)
6. Career Exploration
7. Educational Counseling
8. Class Schedule Problems

The counselors on the Dale Mabry Campus are:

Diana Almeida
Phil Dreier
Joe Gannon (Veterans' Counselor)
Bert Griffith
Dan Rodriguez
JoAnn Weaver

If you wish to contact any of the counselors, they are located on the first floor of the Humanities Building, Room 104, telephone extensions 326 and 327.



personnel procedures

PERSONNEL OFFICE

The Personnel Office is located on the second floor of the Administrative Office Building at Gordon Keller Center. Headed by a Director of Personnel, it is under the jurisdiction of the Vice President for Business Services and Systems.

The Personnel Office is responsible for coordinating the recruitment for all positions, other than for student assistants. If you are interested in a full-time faculty position, contact Personnel Office.

It is essential that each faculty member's file in the Personnel Office be current and complete and include the following:

Application for employment
Signed letters of intent (APPENDIX G)
Certified transcripts
Three letters of reference
Loyalty oath
Fingerprint record
Current home address
Phone number (residence and business)
W-4 Form

The file may also include resumes, records of special recognition and commendation, memoranda, conditions of employment, military record, and other correspondence relating to employment. Evaluations of performance are filed separately in the Personnel Office.

Priviledged information, such as evaluations or personal data not related directly to an employee's work but required for payroll or governmental reporting purposes, is protected from public access. Any faculty member may examine his/her file at any time the Personnel Office is open.

The Evening Programs Office also requires documentation in your personnel jackets (APPENDIX K). The original copies of personnel records are forwarded to Personnel Office, and additional copies are retained in the Evening Programs Office for reference. Please update items (older than two years) and notify us of changes in address, employment,or rank. In the last case, we must have a current transcript before we can request an increase in pay for you.

Notify Evening Programs office of a change of address so that a new withholding statement (W-4) can be prepared. Otherwise, you will not receive your statement of annual earnings at your new address.

academic regulations

* COURSE LOAD

The normal course load for a full-time student is 15 semester hours. For veterans and most financial aid and social security payments 12 semester hours allows the student to be eligible for full benefits. The Veterans' Administration prorates the benefits to be received by the veteran depending on the number of semester hours in which the veteran is enrolled.

* ATTENDANCE

A. Instructor

If you should have to miss class, you should notify the Director of Evening Programs at extension 388 or your department chairman as soon as possible. If a qualified substitute is not available, the class will have to be canceled. However, if a qualified, Board-approved substitute is available and known to you, arrangements for such substitutions can be made through your department chairman. All substitutes, however, must be employed through the office of your director who will prepare the necessary processing work through an Absentee and Substitute form. No provision exists for adjunct instructors to be absent without pay deduction; therefore, a fractional part of your pay must be deducted for each class session missed, depending on the number of class sessions per course. For example, a Weekend College instructor who normally teaches 15 sessions would have to have 1/15 of his regular salary deducted for and entire Saturday class from which he had been absent.

B. Students - general

As stated in the HCC Bulletin on page 17:

> Students are expected to attend all class sessions. Absences in excess of the number of weekly class meetings will result in the student being dropped from the class.

Absences due to illness or other extenuating circumstances should be supported by adequate documentation and brought to the attention of the instructor immediately. The decision to drop or readmit the student will be based on the instructor's professional judgment. Other information relating to schedule adjustments, withdrawals, transcript requests, and grading systems may be found in the HCC Bulletin. At the beginning of each term the above policy should be announced to each of your classes.

ATTENDANCE (continued)

B. Students - general (continued)

Once a student has exceeded the number of permissible absences, the instructor should recommend to him that he/she initiate a withdrawal from the class. The student may drop without grade penalty if he processes the Drop-and-Add form through the Advising office prior to the date for withdrawing from class without receiving a grade (usually 5 weeks before the end of the term). Beyond that date the student must receive an F grade. Occasionally, an arrangement can be made between the instructor and the student if the student has made a conscientious effort to consult with the instructor and has submitted a documented excuse for his/her absences.

The grade of incomplete ("I") should not be awareded unless the student has missed a single exam or has failed to submit a required report. A contract for an "I" grade must be completed on the appropriate form (APPENDIX B) with copies distributed to the Evening Programs Office, the instructor, and the student. The student must complete the requirements for the contract by the fifth week of the next term in which he/she enrolls before the "I" grade can be changed to the appropriate letter grade. If the student fails to complete the required work, then the "I" grade remains on the transcript indefinitely.

Generally speaking, a student should not enroll in a class in which he/she expects to be absent regularly.

C. Attendance - Veterans

If a veteran is absent more than the numberof class meetings per week, a Veteran Non-Attendance form (indicating the last date of attendance) is to be sent to the Admissions and Records certification office. In response to this action, you will receive a Veteran Non-Attendance follow-up form, which will request that you state whether the veteran will be retained. The completed form is to be returned within 5 days to Admissions and Records. (see APPENDIX H)

The instructor should use discretion in readmitting a veteran to his class. Such a decision should be based on the veteran's probability of earning a satisfactory grade in the course.

12

CLASS ROLLS

By the first class meeting of the term, the Office of Admissions and Records will provide class rolls for all adjunct faculty members through the Evening Programs Office. You are to check the roll carefully by having the students individually verify their names and social security numbers. If the student's name and/or social security number is incorrect or absent, then the student does not legally belong in your class. You should then refer the student to the Advising Office where he will receive official documentation before he is allowed to be in your class.

After you have received documentation from Advising Office, you may put the student's name and social security number in the space provided. The student is not officially admitted into the class until the Admissions Office has confirmed this in writing.

The first set of class rolls is followed by the secondary set of class rolls, which will have the names and social security numbers of students who have added classes after the preliminary rolls were prepared. Once again, you must verify with your students that the information reported on the secondary set of rolls is correct. The grade roll will be based on the information on the secondary set of rolls.

If a class roll is lost or misplaced, contact the Evening Programs Office immediately inasmuch as the admissions Office must work on a predetermined deadline. You will be informed of the deadlines which must be met. Tardy submissions will not be excused lightly.

CLASS GRADE BOOK

Instructors are required to keep an accurate grade book containing each student's attendance record, his/her grades, and special notations about students. For example, if a student had to be absent for surgery, documentation should be in the grade book with special arrangements made for the student to receive an "I" or to make up the work. This class grade book must be returned to the Evening Programs Office at the conclusion of the term when your grades have been transferred to the the grade rolls. Attendance is to be taken in every class. A suggested procedure would be to seat students alphabetically according to a seating plan so that a sight check could be made each class.

GRADE REPORTS

Final grade reports are mailed to each instructor several weeks before the end of that term. They must be submitted within 48 hours of your last class so transcripts which include all of th eir grades for transferring to another institution or for employment purposes. To provide confidentiality to students and to comply with federal law, grades will not be divulged over the phone.

The contract for an "I" grade may be found in APPENDIX B. Grading definitions will be found in APPENDIX A. If a student has received an incorrect grade, then a Change of Grade form is to be completed on the student and sent to the Evening Programs Office. The newly received grade should then appear on the subsequent transcript of the student.

COURSE OUTLINES

Model course outlines are available for each course that is offered by the college. By the second week of the term, instructors should submit to the department chairman their course syllabi and/or outlines for each course that they teach. Copies of major examinations should also be sent to the Director of Evening Programs so he may know which dates you will be conducting tests and can avoid class visitations on those occasions.

TEXTBOOKS

Desk copies of textbooks, instructors' manuals and other instructional materials may be obtained from the Evening Programs Office.

CLASSROOM VISITATION

Classroom visitation is part of the instructional process of Hillsborough Community College. During the course of the academic year, instructors can expect announced and unannounced visitations from the Director of Evening Programs and department chairmen. Student evaluations will also be completed on each faculty member. (Refer to APPENDICES H and I) For additional information, contact the Director of Evening Programs.

FIELD TRIPS

Field trips require advance written approval from the Director of Evening Programs, who will furnish the necessary application forms. Application forms should be completed at least one week prior to the scheduled date of the field trip. During the first week of class, students should also be informed of the schedule of field trips. Teachers planning field trips should obtain waiver forms from the Office of Evening Programs and have these completed by the students and returned. It is the responsibility of the instructor to make certain that all vehicles transporting passengers are insured. Negligence of these provisions may lead to the personal liability of the faculty member for any accidents of injuries to his students during the field trip (APPENDIX D).

PAYDAYS

You will be notified by Faculty Bulletin or memorandum when paydays have been set. Paychecks are to be picked up from the Bursar's representative in the Bookstore, which is housed in the Sciences building. You should have a faculty identification card to receive your paycheck.

IDENTIFICATION CARDS

To gain access to library materials, to provide identification for receiving your paycheck, and to use other campus services, you should obtain a faculty identification card (ID). The clerical assistant in the Science Building will process your request for an ID card.

PARKING PERMITS

A parking permit is issued on a yearly basis and can be obtained by completing an application in the Evening Programs office. You will need to provide your tag number, model, and year of your car. This card is to be placed on the dashboard of your car and entitles you to park in designated areas for faculty throughout the campus. Please avoid parking in areas reserved for handicapped parking or tow away zones. Violations could result in the assessment of a fine or the towing away of your car.

CAMPUS OFFICES

The following will describe campus offices which support the instructional thrust of the college. Since the hours of operation fluctuate from term to term, you should consult your bulletin for up-to-date information on hours of business.

REPROGRAPHICS CENTER - SCIENCES, ROOM 55, EXTENSION 335

A request to have materials duplicated should be made through the clerical assistant assigned to your building. She will complete the necessary paperwork to ensure that your materials are ready and placed in your mailbox. Since the faculty mailboxes are unsecure, the clerical assistant will retain all tests for your pickup.

BOOKSTORE - SCIENCES, ROOM 45, EXTENSION 358

The Bookstore has a complete array of books, instructional materials, and classroom supplies. A variety of retail goods is also available in the bookstore, and students should be made aware that they may sell used textbooks to the bookstore and may purchase discounted used books. Bookstore hours are longer at the beginning of each term.

DISTRICT LIBRARY SERVICES - LIBRARY BUILDING, EXTENSION 531 / 532

District library services, consisting of technical, media and film services, are based on the Dale Mabry campus until the completion of the new facility on the Ybor campus.

The district library staff will provide advice and assistance in the preparation of instructional aids on request.

Faculty may borrow equipment for limited periods of time if they are developing educational programs.

LEARNING LAB - LIBRARY BUILDING, EXTENSION 376

Located in the Library Building, Second Floor, Room 214, the learning lab provides audio/visual materials for both in-lab and check-out purposes. Records, cassettes, film strip, video tapes, slides, maps, and transparencies are available for faculty and student's use.

SAFETY AND SECURITY DEPARTMENT - BUILDING 400, MALL, EXTENSION 343/352

Each campus has its own safety and security department, which is charged with maintaining the college as a safe and secure environment for work and study. Although campus security officers routinely patrol parking areas, all persons are urged to secure their respective areas,equipment, and their personal property. Noting what they consider to be a problem, faculty members who see demonstrated deviate behavior are encouraged to notify their campus safety department for assistance. When campus security officers cannot be reached, contact the Campus Provost during the day or the Director of Evening Programs during the evening. Safety and Security department also enforces Occupational Safety and Health Administration regulations.

You should report lost and found articles to the Evening Programs Office, which will, in turn, forward these to Campus Security on the following day. Handicapped students can apply for specific area parking permits through the Safety and Security Department.

The Safety and Security Department is also responsible for emergency evacuation plans, which will be discussed later in the handbook.

VETERANS' AFFAIRS - HUMANITIES, ROOM 102, EXTENSION 522/523

Those who have served in the armed services of this country should be aware that a veteran's representative is available to serve them on a continual basis. This representative will answer questions concerning veterans' benefits, course load, and processing of necessary forms.

FINANCIAL AID - HUMANITIES, ROOM 110, EXTENSION 329/378

Financial Aid office can provide information relating to grant and loan applications, scholarship applications, and work study program information. Since the opportunities for Student Financial Aid are constantly changing, you should inform students to check periodically with the Financial Aid office about recent developments.

PLACEMENT - HUMANITIES, ROOM 128, EXTENSION 525/526

Placement office can provide students with information on career development, job opportunities, and vocational testing. It also has valuable information concerning various careers and the availability of programs preparing students for these careers at other colleges and universities. Students may register for job placement services according to the hours listed on the Faculty Bulletin. Part or full-time information is available and the placement office will provide liaison with prospective employers for students.

ADVISING - HUMANITIES, FIRST FLOOR, EXTENSION 300/346/347/348/449

In the Advising Office students register and receive course information; drop or add classes. Advisors will help them compute credits, grade point averages, and quality points and will assist them in applying for graduation. Students are to inform the Advising Office concerning changes of name, address, or major. In emergencies the student will have to be located in class; therefore, an up-to-date address and name should be on record. Information about college level entrance program (CLEP) tests or credit by exam can be obtained from the Advising Office. Students also may request their new identification cards and transcript copy requests from the Advising Office.

STUDENT GOVERNMENT - SCIENCES, ROOM 29, EXTENSION 360

The Student Government Affairs office is available for the following student services:

> Intramural activities, scheduled student activities, such as movies, picnics and athletic events, placement of club events on college calendar, organizing or joining a club, student organizations, financial forms and the processing of formal grievances. You should consult the student handbook for procedures involved in student grievances.

TEST CENTER - HUMANITIES, ROOM 201, EXTENSION 536

The test center provides the following services:

1. comparative guidance and placement program, aptitude and ability tests, chemistry placement tests, health career selection tests;

2. administration and scoring of makeup tests, re-tests and credit by examination;**

3. scoring of faculty tests including those you administer in class;**

4. item analysis;**

5. test development.

**The scoring service is available when the machine-scoring answer sheets, such as the Scantron or the 3-M form are utilized. Students may purchase these answer sheets in the bookstore. Machine-scoring answer sheets accelerate the scoring of tests and thus allow you to return tests that much sooner to your classes.

Faculty are to follow these guidelines in the use of the Testing Center:

a. Place copies of your test in the test center with your name, course number and test name or number on the test.

b. The student must present a Test Request Slip and a current ID card when making up work in the Test Center. Test Request Slips are available in the Evening Programs Office.

c. The test center is not to be used for administering a test for class. The purpose of the test center is to allow students to take a test that they have missed in class.

d. Any aids such as books, notes, tables, or calculators, which are permissible for students to use, should be indicated on the Test Request form and the test itself.

e. Any other special instructions concerning test administration, such as the use of a special answer sheet, should be listed on the test.

f. Keep your file current and remember to remove material from your file in the Test Center at the end of the term.

support services

MAILBOXES

Mailboxes are located in a central building in the area in which you are teaching. For example, instructors teaching in the Mall Complex have their mailboxes located in Building 200. The mailboxes are on the south side of the building and on the right side as you enter. In the Sciences Building, the mailboxes are located on the first floor, the south side near the middle of the building next to the Science Lab adjacent to Room 9. Mailboxes in the Humanities Building are located in the single building on the first floor across from the Job Placement Office (the glassed-in enclosure on the west side of the building) in a narrow passage way. Each instructor has a box assigned, and if your name is not on a particular box, please contact the clerical assistant assigned to that building.

Adjunct faculty members teaching physical education courses have mailboxes in the coaches' office adjacent to the athletic director's office. Intercampus mail will be sent to you and deposited in your mailbox; therefore it is essential you check your mailbox each time you come to the campus.

TELEPHONE SERVICE - Sciences, ext. 382; Humanities, ext. 558; Mall, ext. 306.

Phone messages are taken for faculty members by the building clerical assistant, and will be left in your mailbox. Privacy laws forbid us from locating students for the public except in emergencies. Tell your class(es) to leave their class schedule and location with those who may need to contact them. You should also leave a phone number at which your students can contact you in special situations. Emergency calls are placed through the Evening Programs Office and will be relayed to you through the clerical assistant.

SECRETARIAL SERVICES

To prepare materials, such as multiple copies of examinations, articles, and printed matter necessary for conducting classes, secretarial services are available in the building in which you teach. The clerical assistant needs a request for clerical service to be accompanied by a completed Duplication Request form at least 7 days prior to the date on which you will need the educational materials. Adjunct faculty members should turn in their request to the clerical assistant on duty in their building. In the absence of the clerical assistant, materials should be forwarded to the Evening Programs Office.

TUTORING

Tutoring services are available in selected disciplines, such as mathematics, accounting, and developmental writing, at Dale Mabry. Students may contact their academic counselor for other disciplines. The department chairman knows the names and schedules of tutors within his/her department.

CAMPUS LIBRARY SERVICES - LIBRARY BUILDING

The Dale Mabry Library opened its new facility January 1980. The library, learning lab, and film services are all housed in the new building. Reference materials, reserve materials and the learning lab are located on the second level; periodicals and the circulating books are on the third level; and film services is on the first level.

Faculty and students may avail themselves of books, periodicals, and all audio/visual materials owned by the Dale Mabry library. Faculty are encouraged to schedule orientations with the library faculty. Films are scheduled and ordered through the campus film services department. Part-time instructors may order films through the first two weeks of classes.

DALE MABRY LIBRARY	EXTENSIONS	HOURS OF OPERATION
Library	554/355	8:00a-9:30p Monday-Thursday 8:00a-5:00p Friday 8:00a-4:45p Saturday
Reference	501	Same as above
Learning Lab	376	Same as above
Film Services Order film on Faculty Film Requests form (Appendix) Confirmation of film showing will be given by film services. Film arrival notice placed in your mailbox Please call film services 24 hours in advance to schedule film for the specific date, time, building, and room you want.	331	8:00a-10:00p Monday-Thursday 8:00a- 4:30p Friday 8:00a- 4:45p Saturday

OUTSIDE SPEAKERS

Instructors planning to invite outside speakers into their classes should request approval in writing from the Director of Evening Programs at least one week prior to the scheduled speech. (APPENDIX E)

TUTORING

Under no circumstances are HCC instructional personnel allowed to tutor for fees students who are enrolled in the classes they teach. Neither are they allowed to refer students to a private school in which they may have a vested interest.

CLASS DISRUPTION

Whenever a student is acting disruptively, a faculty member may request that said student be removed from his class. The request shall be directed to the Director of Evening Programs in the evening and to the Dean of Evening, Community, and Special Programs during the day.

SALES TO STUDENTS

Members of the faculty shall not sell books, instruments, lectures, notes, or similar materials for personal gain to students. Students should purchase all instructional materials only from the bookstore.

SMOKING/DRINKING

Florida law prohibits smoking in unauthorized sections of public school buildings regardless of the circumstances. Smoking is allowed in the foyer or hallways. No smoking, drinking, or eating is permitted in the classrooms. Your assistance and cooperation in enforcing these regulations is expected and appreciated.

ADMINISTRATIVE MATTERS

The Evening Programs Office in Sciences, Room 60, is the central point for your processing, record keeping, payroll tabulation, and personnel matters such as applications, transcripts, and letters of reference. You should periodically ascertain that your personnel file contains all the required information specified in APPENDIX K. Newly-hired faculty should retain the checklist for Processing (APPENDIX J) as a reminder. Original applications, transcripts, etc. are sent to the Personnel Office along with the Letter of Intent, a form of contract for adjunct faculty detailing terms of salary, term schedule, and your class schedule (APPENDIX G).

For obtaining information about curricular matters the following page lists department chairpersons' names, office locations, and phone extensions (general HCC number is 879-7222). You can also see which disciplines fall within the appropriate department.

END-OF-TERM PROCEDURES

At the end of a term, all instructors are responsible for the following:

1. Holding class through the examination period regardless of whether a final exam is given or not.

2. Reporting student grades no later than 48 hours after the final class session (see Grade Reports section of handbook).

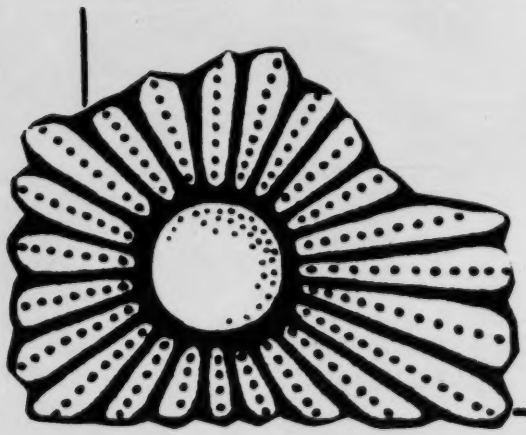
3. Supplying the Evening Programs office with a copy of the completed grade report for each class. This will be retained in a separate grade report file.

4. Returning all borrowed materials to the Library and Learning Resources Center.

5. Returning textbooks, individualized packages, course outlines and grade books to the Evening Programs office. These procedures must be completed before the final paycheck of the quarter will be issued.

COMMON PROBLEMS AND SOLUTIONS

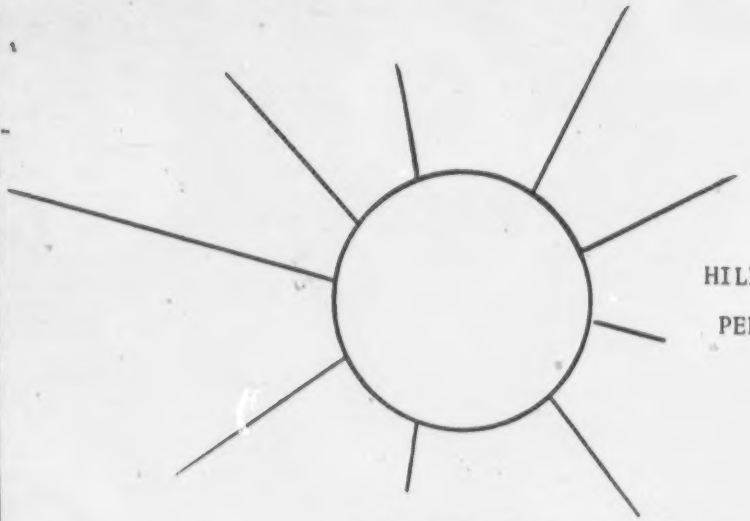
During the course of your teaching (no pun intended), you will encounter problems of varying complexity which could be solved by referral to the following pages. Notice that you should contact different persons depending on the time of the incident. When you cannot resolve your problem through the use of these pages, contact the Evening Programs Office in Sciences Building, Room 60.



DEPARTMENT	DISCIPLINES	ABBREVIATIONS	CHAIRMAN	OFFICE	EXTENSION
HEALTH	Human Services, Nuclear Med., Opticianry, Radiology, EMT	ODT, MHT, NMT, EMT	Gloria Phillips	Mall-200	373
BUSINESS	Business, Office Educ., Legal Assistant, Data Processing	ACC, MAN, QMB, MTB, ECO, BUL, LEA, COC, COP, SES	Jacolin Eichelberger	Mall-200	357
COMMUNICATION/ ARTS	Art, English, French, Music, Spanish, Theater, Humanities, Speech	ARH, ENC, FRE, SPN, SPC, ART, PHI, THE Hum	TBA		
DEVELOPMENTAL STUDIES	English, Reading	ENC, REA	Cynthia May	Hum.-	562
HISTORY/POLITICAL SCIENCE	History, Political Science, Western Civilization	POS, EUH, AMH	Nancy Rachels	Sci.-222	372
MATHEMATICS	Developmental Math., Mathematics	MAC, MAT, MGF, MTB	Charles Miles	Sci.-243	396/397
NURSING	Nursing	NUR	Doris Campbell	GK -413	413
PHYSICAL EDUCATION	Physical Education	PET, HES, LEI, PEM, PEL, PEN	Geraldine Walklet	Gym -205	581
SCIENCES	Biology, Chemistry, Physics, Physical Science	APB, CHM, IDS, PSC, PCB, PHY	Dale Thompson	Sci.-241	397
SOCIAL/BEHAVIORAL SCIENCES	Psychology, Sociology Anthropology, Women's Studies	ANT, CLP, DEP, EDF, MAF, PSY, STD, WST, SOC, SOP	Raymond Entenman	Hum.-347	398/390
TECHNICAL	Electronics, Architectural Construction, Hospitality	ARC, BCN, ETE, FSS HFT	Arnold Kroeger	Sci.- 59	349/505

PROBLEMS	TIME	CONTACT	LOCATION	EXTENSION
Classroom door locked	Day	Dean, Evening, Community & Special Programs	Humanities, room 209	353/354
" " "	Evening	Director, Evening Programs	Sciences, room 60	388/488
Uncomfortable classroom	Day	Dean, Evening, Community & Special Programs	Humanities, room 209	353/354
" "	Evening	Director, Evening Programs	Sciences, room 60	388/488
Scheduling conflict	Day	Dean, Evening, Community & Special Programs	Humanities, room 209	353/354
" "	Evening	Director, Evening Programs	Sciences, room 60	388/488
Physical problem with rooms such as leaky roof, etc.	Day	Dean, Evening, Community & Special Programs	Humanities, room 209	353/354
" "	Evening	Director, Evening Programs	Sciences, room 60	388/488
Film or equipment not in room	Day or Evening	Film Services	Library, room 107	331
No contract or letter of intent	Day or Evening	Secretary, Evening Programs Office	Sciences, room 60	388/488
Paycheck problems	Day or Evening	Payroll office	Gordon Keller	255/256
Emergencies	Day	Campus security	Mall, bldg. 400	343
		Dean of Evening, Community & Special Programs	Humanities, room 209	353/354
"	Evening	Campus security	Mall, bldg. 400	343
		Director, Evening Programs	Sciences, room 60	388/488
First Aid	Day	Campus security	Mall, bldg. 400	343
		Dean, Evening, Community & Special Programs	Humanities, room 209	353/354
"	Evening	Campus security	Mall, bldg. 400	343
		Director, Evening Programs	Sciences, room 60	388/488

PROBLEMS	TIME	CONTACT	LOCATION	EXTENSION
Lost articles	Day	Campus security	Mall, bldg. 400	343
" "	Evening	Director, Evening Programs (to convey to Security)	Sciences, room 60	388/488
Tests not in Test Center	Day or Evening	Psychometrist	Humanities, room 210	430
Disruptive student	Day	Dean, Evening, Community & Special Programs	Humanities, room 209	353/354
" "	Evening	Director, Evening Programs	Sciences, room 60	388/488
Student on roll, but not in class	Day or Evening	Advising office	Humanities, 1st flr.	346/347/348
Student in class, but not on roll	Day or Evening	Advising office	Humanities, 1st flr.	346/347/348
Student not attending class	Day or Evening	Handbook or Director, Evening Programs	Sciences, room 60	388/488
Instructor absence	Day or Evening	Secretary, Evening Programs Office	Sciences, room 60	388/488
Class grade books, ditto masters, paper, pencils and other classroom supplies	Day or Evening	Evening Programs Office	Sciences, room 60	388/488
Parking violation	Day or Evening	Campus security	Mall, bldg. 400	343
Veterans information	Day or Evening	Veterans Affairs Office	Humanities, room 102B	522



HILLSBOROUGH COMMUNITY COLLEGE

PERSONNEL TELEPHONE DIRECTORY

1980

HILLSBOROUGH COMMUNITY COLLEGE
Mailing Address: P. O. Box 22127
Tampa, Florida 33622

879-7222
247-6641 (Ybor City Campus)
223-1761 (Plant City Campus, Tampa Exchange)
754-1561 (Plant City Campus, Plant City Exchange)
645-2977 (Environmental Studies Center at Cockroach Bay)

DALE MABRY CAMPUS
4011 North Lois Avenue

GORDON KELLER CAMPUS
(District Administrative Offices)
39 Columbia Drive
Davis Islands

PLANT CITY CAMPUS
1206 North Park Road
Plant City, Florida

YBOR CITY CAMPUS
2001 14th Street

ENVIRONMENTAL STUDIES CENTER AT COCKROACH BAY
Ruskin, Florida

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HILLSBOROUGH COMMUNITY COLLEGE

FIRE PLAN

A. INTRODUCTION

No school is fireproof regardless of fire resistive materials of extinguishing systems incorporated in its construction. It is, therefore, essential that every employee be informed on the basics of coping with fire and preventing panic.

B. GENERAL INSTRUCTIONS IN THE EVENT OF A FIRE EMERGENCY

1. REMOVAL:

When a fire is discovered and it cannot be extinquighed instantly, the employee making the discovery will remove all persons from the area to a safe location away from the fire.

Employees should confine the fire, heat, and smoke to an area by closing all doors and windows.

2. NOTIFICATION:

Activate the alarm by pulling the nearest fire alarm pull box and/or by calling the telephone switchboard operator or the Campus Police, Ext. 343, 352 and reporting to them the fire and its location.

All personnel should familiarize themselves with the locations and use of the fire alarm boxes within their work areas. Directions on the usage of boxes can be found on the face of each unit.

3. EVACUATION:

Upon hearing the alarm, members of the Safety Committee will assist students, faculty, and staff members to the nearest exit away from the fire and will be prepared to carry out any and all instructions assigned to them under their respective departmental procedure or supervisors.

EMERGENCY EVACUATION PLANS

In case of fire, bomb scare, electrical outage, or severe weather, it may be necessary to evacuate all buildings on campus. National statistics reveal that in 1977, 112 deaths, 298 injuries and 7.2 million dollars in property damage resulting in bomb-scare incidents. It takes only one outside chance to have many lives lost. Therefore, everyone must adhere to these procedures to help in the orderly flow from facilities.

The Office of Safety and Security is in overall charge of evacuations. A Safety Committee is composed of the administrator-in-charge and persons designated as emergency supervisors who will assist in the evacuation of the facilities. As a faculty member, you will follow the responsibilities outlined in pages 35-42. Evacuation routes are described in classrooms, and emergency phone numbers are given in APPENDIX T.

Certain faculty will receive an appointment as emergency supervisors via the letter exhibited in APPENDIX P. If you are selected, you should follow the procedures detailed below:

1. Signal to evacuate -

   (a) Sciences, Humanities and Gym: loud, intermittent horn sounding at each level.

   (b) Mall: siren for entire cluster sounds at building 200. (Supervisor must notify people on a building-by-building basis because of the difficulty in hearing the alarm inside these structures.)

2. Evacuation: follow procedures in APPENDICES N and O. Do not use the elevator. Have two students assigned ahead of time for evacuation of handicapped.

3. Practice drills will be conducted during the term for day and evening classes. Please follow out procedures so that we can effectively field test this system. Your cooperation is greatly appreciated.

EVACUATION:

Safety Committee members should be prepared to evacuate all personnel and themselves from the college when necessary or when instructed to do so by the Administrator in charge.

All Safety Committee members should be familiar with the evacuation routes of the building in which they are working. Evacuation routes are posted in each room. These routes must be followed at all times unless they are obstructed by the fire, in which case an alternate route should be taken.

4. EXTINGUISHING:

All employees should be familiar with the locations and the use of fire extinguishers in the college. Most extinguishers in the college are ABC Chemical extinguishers and can be used on all types of fires.

Class A extinguishers can be used on wood, paper, textiles, etc., fires. They are not to be used on electrical fires.

Class A & B extinguishers can be used on oil, gasoline, paint, grease, etc., fires. They are not to be used on electrical fires.

Class B & C extinguishers can be used on oil, gasoline, paint, grease, etc., fires, and on fires in or near live electrial equipment.

C. RESPONSIBILITIES

1. ALL ADMINISTRATORS AND SAFETY COMMITTEE MEMBERS:

All Administrators and Safety Committee members of the college are responsible for knowing and following the four basic steps stated under Section B. above. General Instructions In The Event Of A Fire Emergency and other instructions relating to their area of work or department should also be known.

2. ADMINISTRATOR - IN - CHARGE:

Upon ascertaining that an emergency situation exists, the Administrator - In - Charge will assist in the evacuation of the Campus Building(s). He will direct the staff and faculty to assist in keeping control of the students and in maintaining a fire line 100 feet away from the building(s) in all directions.

Upon notification of a false alarm, the Administrator - In - Charge will advise faculty/staff members and will authorize re-occupancy of the building(s).

3. FACULTY/STAFF:

a. Cooperate with the Administrator - In - Charge in the emergency evacuation of college building (s).

b. Report any discrepancy to the Administrator - In - Charge.

c. Supervise and assist in the evacuation of any physically handicapped persons. For instance, you may have to lift such a person down the flight of stairs.

d. Be thoroughly acquainted with the use of fire alarms, fire department notification, exit facilities, and fire extinguishers.

e. During the first week of classes thoroughly acquaint each student with procedures to be followed in the event evacuation routes are unusable. Notify the Administrator - In - Charge and fire department.

HILLSBOROUGH COMMUNITY COLLEGE

DISASTER PLAN

A. PURPOSE:

This plan has been developed to insure a systematic and timely response by all personnel in situations that are hereafter described as disasters (and to render such treatment or service which may be required).

B. DEFINITION OF DISASTERS:

1. External Disasters: This type can result from an industrial explosion, flood, tornado, hurricane or large transportation accident and can involve large numbers of injured or dislocated persons in the community.

2. Internal Disasters: This type can damage the college and/or injure its students and personnel by lightning, smoke, explosion, windstorm or flooding which could affect the interior portions of buildings.

3. Threatened Disaster: This type is directed against the College, its students, and personnel by such activities as bomb threats or civil disturbances.

C. GENERAL INSTRUCTIONS IN THE EVENT OF A DISASTER:

1. The campus Vice President and/or Administrator is in charge of the overall disaster plan on his assigned campuses.

2. The senior Administrator on duty during a disaster is in complete authority.

3. The Switchboard Operator should be notified of any disaster. If the switchboard is closed, campus police should receive any such notification.

4. The Switchboard Operator or Campus Police Officer should learn the nature and, if possible, the location of the disaster and then immediately contact the Campus Vice President or, in his absence, the most senior Administorator on duty, who will assume the duties of the Campus Vice President and will decide if the Disaster Plan should be put into effect. This person, if someone other than the Campus Vice President, will remain in charge until a higher authority arrives.

5. Notification for the implementation of the disaster plan will be made to all personnel directly by members of the Safety Committee and by telephone.

6. Information: Absolutely no information is to be given to anyone (including the press and other information media) regarding the disaster except through the Communications Office.

7. Upon notification of a Disaster Plan Drill, all personnel should follow the appropriate instructions of the Disaster Plan and/or the Fire Plan.

D. EXTERNAL DISASTER:

Since Hillsborough Community College is an educational institution, it is limited to the amount of service it can render to the general public; therefore, depending upon the need in the community, it can only assist in a disaster to the following extent:

*Provide shelter to a minimum number of persons who have been dislocated from their homes.

*Provide only lifesaving first aid, if needed, to injured persons and/or refer them to the nearest general hospital.

1. The gymnasium will shelter dislocated persons on the Dale Mabry Campus.

2. The Performing Arts Building will shelter dislocated persons on the Ybor Campus.

3. The New Collegium will shelter dislocated persons on the Plant City Campus.

4. The Education Building will shelter dislocated persons on the Gordon Keller Campus.

5. All food, water and gas will be rationed to the extent deemed necessary by the emergency, and supply arrangements will be made for whatever sources available, i.e. regular supplier, Civil Defense, law enforcement, public utilities, Red Cross, military, fire department, etc.

6. Security will be provided by the Safety and Security Department and will consist of:

*Posting officers at designated entrances of the campus to direct traffic, render aid, and maintain the peace.

7. The Switchboard Operator and/or Campus Police will contact the telephone company and request that several lines be kept open for necessary calls to and from the college.

E. INTERNAL DISASTER:

The procedures outlined in the H. C. C. Fire Plan should be followed in addition to instructions hereafter stated.

1. Keep Calm.

2. Follow instructions under "C". General Instructions in The Event Of A Disaster.

3. If the building is to be evacuated, turn in the alarm by pulling or having someone else pull the nearest fire alarm pull box and/ or by calling the telephone switchboard operator or the Campus Police.

4. If the building is not evacuated, the disaster area will be cleared, and all persons will be moved to a safe place elsewhere in the building.

5. If necessary, a safe location for gathering injured persons needing treatment will be established.

6. All injured persons are to be taken to the designated treatment area by whatever means possible.

7. A staff member will be assigned to assist in making transportation arrangements for injured persons needing the facilities of a general hospital.

8. All other individuals not affected by the internal disaster will remain at their post until instructed to do otherwise.

9. All personnel should stand ready to assist in other areas if needed.

10. Maintenance personnel not assigned specific duties are to go directly to the location of the disaster and make corrective action to minimize further damage or injury and to isolate the disaster, i.e., cut off water, trip electrical breakers, cut off fuel, or gas lines, rope off unsafe structural damage, clear passageways, etc.

11. Institute any of the instructions listed under External Disaster to facilitate handling the disaster.

F. THREATENED DISASTER:

Threatened disasters generally involve a bomb threat or civil disturbances. If the first notification is received by telephone, it is imperative that the person receiving the call should:

*Attempt to copy or remember the message word for word.

*Try to get as much information from the caller as possible, e.g. if a threat, the caller's name and the location and time set for detonation. If a civil disturbance or other type of threatened action is declared, the nature of the problem and any other pertinent information should be obtained.

*Note type of voice of caller, i.e. male, female, adult, child, harsh, meek, commanding, accented, or having an ethnic dialect, etc.

1. After receiving the call the person should immediately notify:

   *The Campus Vice President and/or Administrator or other authority outlined in "C" General Instructions In The Event Of A Disaster.

2. If the location of the explosive is given by the caller (example, 2nd floor, rest room), that area, the area immediately above (3rd floor, rest room), and the area immediately below (1st floor, rest room) as well as all adjacent areas will become critical areas. The critical areas are to be immediately evacuated. If the caller gives a general location, such as "somewhere in the college" or, "on the third floor," no evacuation will be made until an explosive is found, (unless otherwise directed by the Campus Vice President or Administrator.)

3. If the location or area of the explosive or bomb is known, the Safety Committee will be relieved of their regular assignments and moved to the affected area to begin the search.

4. If no location is given, the Safety Committee (assisted by the Maintenance Department and Campus Police) begin the search for the bomb or explosive on the top floor of a building. When the top floor has been completely searched, they will move down to the next floor and so on.

5. All other personnel not evacuated will search their own areas.

6. In whatever area the search is being made, the department heads, or others thoroughly familiar with these areas, are to accompany the searchers or to conduct searches themselves. This procedure is to identify objects and packages known to the department heads, supervisors, or others who would be familiar with procedure, and to provide access to areas, rooms, closets, etc.,which may be locked.

7. If an unknown object is found by a searcher other than a police officer, he must not move it or touch it. The searcher must immediately notify the police and/or Campus Vice President that an unknown object has been found and must give the exact location. The police will be in charge of the disposition of the object.

8. When an unidentified object known to be explosive is found, the building will be evacuated until again made safe.

appendixes

A. Grading Definitions

B. Contract for "I" Grade

C. Change of Grade

D. Field Trip Application

E. Outside Speaker in Class

F. Veterans Non-Attendance

G. Letter of Intent

H. Classroom Visitation Appraisal

I. Profile of Student Evaluations

J. Checklist for Processing (Evening Programs and Personnel)

K. Contents of Personnel Jacket

L. Processing at Personnel (New Instructors)

M. Completion of Personnel Jackets (Follow-up)

N. Part-Time Faculty Pay Scale

O. Campus, Area, Room and Building Maps

P. Appointment as Emergency Supervisor

Q. Faculty Film Requests

R. Emergency Phone Numbers

GRADING DEFINITIONS FOR THE 1980-81 HCC CATALOG

Letter Grade	Description	Quality Point (s)
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
S	Satisfactory	Not computed
U	Unsatisfactory	Not computed

(Other Symbols)

W	Withdraw
I	Incomplete
N	No credit
AU	Audit
NR	Grade not reported

Withdrawal — W. grade is issued if student withdraws prior to the fifth week before the end of the term. Dates for withdrawal grade consideration. (Dec. 11 for the Fall; Mar. 19 for Winter; unknown as yet for Spring and Summer)

Incomplete — Awarded only upon written request from the student (see App. B) approval by the instructor, and confirmation by the department chairman. "I" grades are given only when exceptional circumstances prevent a student from completing course work during the regular term. To be eligible for an "I," students must have completed more than half of the coursework. If the incomplete grade is not removed before the end of the fifth week of the next session after which the grade has been given, (excluding summer sessions) it will remain permanently on the record as an "I" grade, which earns the student no quality points.

Audit — A student who enrolls in a credit class for enrichment but not for credit must pay the regular fee. No credit is earned. A change in enrollment from credit to audit, or audit to credit, can be made only during the period of drop and add.

Forgiveness — Courses in which F or D grades have been awarded may be repeated. Each grade will appear on the student's permanent record. However, only the last grade will be used in computing the grade point average (GPA).

Discontinuance of "WNA" grade

The "WNA" grade, withdrawal for non-attendance, is no longer in use at H.C.C. Should a student register for a course and not attend it, the student must officially drop or withdraw from the course by filling out an adjustment form. If the student neglects to fill out and submit the form to the advising/counseling office, the student will receive an "F" grade.

APPENDIX B

CONTRACT FOR "I" GRADE

IN_____

_____ _____

Student's Name Social Security Number

As of _____ your status in _____ is as follows:

Assignments Completed	Grade	Assignments Still to Complete
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The reason for granting this incomplete grade is:

_____

_____

_____

_____

Since the course was not completed, you have been given an Incomplete for your grade. You have until _____ to complete the assignments listed above. If you have not completed them by this date, the Incomplete will remain "I."

_____

Faculty Member

_____

Director

I have read and understand the above.

_____

APPENDIX C

HILLSBOROUGH COMMUNITY COLLEGE

TAMPA, CLORIDA

CHANGE OF GRADE FORM

Name of Student_____ Social Security Number_____

Address_____ City _____

Person Initiating Request_____

Reason for Change_____

Course	Campus	Section	Sem. Cr.	Year and Term	Change From	Grade to
e.g. HE 1000	Sem.	A	3	1977 Fall	I	B

_____ _____

Instructor Dean

_____ _____

Date Date

A/R 79 (Revised 3/78)

APPENDIX E

HILLSBOROUGH COMMUNITY COLLEGE
Tampa, Florida

NOTIFICATION OF INTENT TO USE AN OUTSIDE SPEAKER IN A REGULARLY SCHEDULED CLASS

Course_____ Section_____

Date and Hour_____ Room_____

SPEAKER

Name:

Position:

Organization:

Topic:

_____
Instructor

_____
Director

NOTE: Hillsborough Community College policy does not provide for the payment of outside speakers for regularly scheduled classes.

Distribution:

(1) Director
(2) Instructor

APPENDIX D

HILLSBOROUGH COMMUNITY COLLEGE
TAMPA, FLORIDA

FIELD TRIP APPLICATION

Submit in triplicate to the appropriate director two weeks prior to date of proposed trip.

NAME OF TEACHER

COURSE NUMBER AND TITLE

Regular Meeting Time

Day Hour

NAME AND ADDRESS OF PLACE TO BE VISITED

Date of Trip

Time of Trip

From To

METHOD OF TRANSPORTATION: (check one)

PRIVATE CAR — Instructor must require evidence that all vehicles transporting passengers are insured.

CHARTERED BUS — Application for chartered bus must be submitted 30 days prior to scheduled trip.

OTHER — Please describe:

EDUCATIONAL PURPOSE OF TRIP

I hereby certify that required waiver forms have been or will be obtained from all students who will make this field trip.

Date: Teacher Signature:

Approved: Disapproved:

Signature: _____
Director

DISTRIBUTION OF COPIES: DIRECTOR, INSTRUCTOR

VETERANS NON-ATTENDANCE FORM

(STUDENT'S LAST NAME, FIRST) SOCIAL SECURITY NUMBER

TERM COURSE

(LAST DATE OF ATTENDANCE)

DATE EXECUTED INSTRUCTOR'S SIGNATURE

A/R VET/ATT 121 (9/75)

APPENDIX G

Hillsborough Community College
Tampa, Florida

PART-TIME INSTRUCTIONAL CONTRACT

Term_____ Begins_____ Ends_____ Orientation_____

Your first class_____ and last one_____

This confirms our intention to recommend your employment as a part-time instructor for the above term, subject to approval of the Hillsborough Community College Board of Trustees. In accordance with the salary schedule adopted by the Board, you will be compensated at a RANK _____ at a salary of $_____ to teach the following courses:

COURSE-SECTION	TIME/DAY	SESSIONS	LOCATION	BLDG.	ROOM	COURSE TITLE

You may obtain course outlines and other necessary materials from your department chairperson,_____, Dale Mabry Campus, 879-7222, ext. _____/

To provide you with written documentation of your employment and the terms thereof you will receive a signed copy of this contract when approved by the Board of Trustees. New faculty must also complete the necessary administrative processing at the Personnel Office. You will also be required to attend the orientation meeting if indicated above.

To be paid the full salary for each course taught, you are expected to teach each scheduled class session. Should you be absent from any class session, arrive late for class, or dismiss a class early, a prorated portion of your salary will be deducted. Pay is not authorized for an unauthorized substitute. In some instances, it may be necessary for the College to cancel class due to insufficient enrollment or prior commitments of the College. In such infrequent instance, the recommendation will be withdrawn, or, if the contract has been apprcved, it will be terminated without compensation to you.

If you agree that the terms of the contract are satisfactory, please sign and return two (2) copies of this contract within five (5) days to: Director of Evening Programs, Hillsborough Community College, Dale Mabry campus, P. O. Box 22127, Tampa, FL 33622. Questions relating to your employment should be referred to the Director of Evening Programs, 879-7222, extension 388.

_____ _____
Director of Evening Programs Dean-Evening, Community and Special Programs

_____ _____ _____
Instructor's Signature Social Sec. No. Date

APPENDIX H

HILLSBOROUGH COMMUNITY COLLEGE
DALE MABRY CAMPUS

PART-TIME INSTRUCTOR
CLASSROOM VISITATION APPRAISAL

Instructor _____ Course/Section _____

Term _____ Academic Year _____

Observer _____ Position _____

Date of Visit _____

Directions: Rate instructor on each item, giving highest scores for unusually effective performances.

Lowest			Average			Highest	Don't Know
1	2	3	4	5	6	7	

I. Presentation:

_____1. Did the instructor provide continuity between this class and the previous class(es) by means of a brief review and/or restatement of objectives?

_____2. How well was the class presentation planned and organized?

_____3. Were important ideas clearly explained?

_____4. Did instructor display mastery of his field and enthusiasm for it?

_____5. Was the instructor able to rephrase a point or to approach it from a different angle for students who failed to understand?

_____6. Were teaching methods consistent with accepted practices in the discipline and/or can they be justified by published research?

_____7. Were the activities (topics, A/V materials, etc.) of the class appropriate to its major objectives? Was it easy to see how student participation in lecture, discussion, film, student report, etc., could /would lead to mastery of a specific objective?

_____8. How effective was instructor's delivery? - voice, diction, and techniques (modulating for emphasis)?

_____9. Did instructor invite as many students as possible to contribute to the class and display patience with students who lacked the ability, motivation or understanding?

_____10. Were the majority of students interested and attentive?

_____ TOTAL POINTS ~~61~~ AVERAGE SCORE

II. Related Duties (Usually measured by methods ofther than visitation) (Answer yes or no)

_____1. Were tests conducted frequently enough to assess student learning?

_____2. Were tests returned promptly to students?

_____3. Has instructor been accurate and punctual in submitting requested reports?

_____4. Are evaluative tools being properly used? (reports, quizzes, class participation, attitude, etc.)

_____5. Is there any evidence of smoking or other violations of college rules?

III. Comments:

I have read and discussed this with the observer.

Instructor_____ Date_____

memo

TO: ADJUNCT FACULTY-DALE MABRY CAMPUS

FROM: Anthony J. Murphy, ajm
Director of Evening Programs

DATE: June 3, 1980

SUBJECT: STUDENT EVALUATIONS - A PROFILE

Enclosed are the evaluations completed by the students in the class you taught in 2/80 (Winter term). A profile of scores for each variable compared to the score of other instructors by discipline, campus, and the college is also enclosed. Your evaluation can be used as an aid in considering another perception of your instruction together with those of the chairman and administrator.

Please look over the comments section of your evaluations and note what items are repeatedly mentioned. An isolated observation may not be valid especially when it does not correlate with the overall numerical rating for that variable.

The following is an example of a typical evaluation received by a faculty member for his/her class in 2/80. Name and course are deleted for privacy. This data is in the upper left hand corner of your attached evaluation profile. The paragraphs beneath the example refer to the letters on the sample evaluation and illustrate the significance of certain ratings.

Continued ----------

HILLSBOROUGH COMMUNITY COLLEGE
STUDENT EVALUATION OF TEACHING

INSTRUCTOR:
TERM: 2/80
COURSE:
NUMBER OF STUDNETS RESPONDING: 23

	TEACHING EFFECTIVENESS	A CLASS SCORE	B DISC. SCORE	C CAMPUS SCORE	D COLLEGE SCORE
1.	Motivates	4.21	4.04	4.19	4.22
E-2.	Self-Confident	4.73	4.39	4.46	4.48
3.	Enthusiastic	4.65	4.43	4.51	4.52
4.	Encourages students to think	4.43	4.24	4.28	4.31
F-5.	Helpful comments on assign.	3.78	3.98	4.14	4.17
G-6.	Respects student opinions	3.65	4.33	4.29	4.29
H-7.	Work is required	4.82	4.27	4.36	4.40
I-8.	Knowledge of subject	4.73	4.53	4.41	4.41
9.	Easy to approach	4.21	4.39	4.35	4.35
10.	Well organized	4.30	4.09	4.24	4.27
J-11.	Grades fairly	3.56	4.24	4.24	4.27
12.	Encourages class discussion	4.26	4.34	4.31	4.33
13.	Info is understandable	4.39	4.06	4.20	4.21
K	Total Score	4.29	4.26	4.32	4.34

L % Rank	MOTIVATES	SELF-CONFIDENCE	ENTHUSIASTIC	STUDENT TO THINK	HELPFUL COMMENT	RESPECT STUDENT OPINION	WORK LOAD	KNOW THE SUBJECT	EASY TO APPROACH	WELL ORGANIZED	GRADES FAIRLY	CLASS DISCUSSION	UNDERSTANDABLE
100													
95													
90							x						
85													
80													
75		x											
70													
65													
60													
55			x	x				x					x
50													
45													
40	x									x			
35												x	
30													
25									x				
20													
15					x								
10						x					x		

L % Rank	Total Score	M Standard Score
100		
95		
90		58
85		56
80		55
75		
70		54
65		
60		53
55		
50		52
45		
40		51
35		
30	x	50
25		49
20		
15		48
10		47
5		45
0		40
		26

A. Class score - the mean obtained from students weighted scores (i.e., 5 for strongly agree, 4 for agree, etc., to 1 for strongly disagree) for that particular variable.
B. Discipline score - mean attained by other instructors on the Dale Mabry campus only who teach the same discipline.
C. Campus store - mean reached by all instructors on the Dale Mabry campus only for that particular variable. Same in every profile
D. College Score - mean obtained by all instructors at all campuses of HCC. Same in every profile.
E, F, G, H, I, J and K explained below
L. Percentile Rank shows how you compare on a variable by variable basis with all other instructors at the college.
M. Standard Score allows us to convert standard deviation scores into a new distribution to make all scores positive and relatively easy to handle.

This instructor has a composite (K) favorably comparable to others who teach in his discipline (4.26). The individual demands work (H) and is self-confident (E) and knowledgeable of his material (I) as perceived by his class. Generally good ratings are given for the variables shown but some such as "Grades Fairly," (J) Respects Student Opinions (G) and "Helpful Comments on Assignments (F) have pulled his composite down. Discussions with the Department Chairperson or Director of Evening Programs might reveal that (E) and (I) are interrelated. This adjunct needs to elaborate or be specific on homework or essays on tests. Perhaps this would assist in raising the "Student Opinion" rating. The question could be raised: "How does this person handle student questions in class''tactfully with opportunities for dialogue or brusquely? " If clearly communicated grading policies are distributed to students, then those who are doing poorly could distort the "grades fairly" criterion (J). This low rating might correlate with "Respects Student Opinion" score (G).

appendix j

Checklist for Processing

The following items will assist you in completing your in-processing by the beginning of classes or within 10 days of same.

I. You will need to obtain the following from the Evening Programs Office:

A. Short-term

1._____Handbook
2._____Bulletin (first week of class)
3._____HCC Bulletin (catalog)
4._____Schedule of Classes
5._____Inquiry of Availability
6._____Directions to Personnel Office
7._____Verifications of Processing at Personnel
8._____Contact person at Personnel, Linda Fedor, ext. 261
9._____Parking decal
10._____Identification card
11._____Textbook
12._____Instructor Manual
13._____Workbook
14._____Test Bank (if provided
15._____Orientation Date

B. Long-term

1. Once Inquiry of Availability is returned to Evening Programs Office, a Letter of Intent will be sent to you. This will include (a) dates of term, (b) orientation date, (c) salary, (d) course, (e) schedule, (f) class location, (g) number of sessions, and (h) department chairperson's name and office phone.

2. Pay will be given according to dates listed on Bulletin and will be based on rank established at interview.

3. Class rolls are to be verified and returned to Evening Programs Office after you have received the secondary set of rolls (about third week of term).

4. Grade rolls are to be returned to Evening Programs Office within 48 hours of the last day of classes.

II. You will need to obtain from the Department Chairperson _____ _____Office Location:_____, Phone_____Ext._____

1._____Syllabus
2._____Typical Course Outline
3._____Department Policies

NOTE: Please bring materials in I, A, (11, 12, 13 and 14] to the Chairperso to clarify any instructional problems.

III. You must submit the following to Evening Programs Office by the tenth day of term in which you are teaching or you will not be paid.

1. Application

   a. ____ Maiden name (female only)

   b. ____ Teaching Position desired (upper left, page 1)

   c. ____ Graduate Courses (must have 18 semester hours in area for which you are applying)

   d. ____ Transcripts of all graduate/under graduate work

   e. ____ Positions

   f. ____ Salaries

   g. ____ Signed on bottom of pages 3 and 4

2. Letter of Reference

   Persons you ask to write should be those who have supervised you as a teacher or as a supervisor.

   If you are assigned two classes, acknowledge that you are either self-employed or unemployed. You will be sent a statement to sign concerning your employment state along with the Letter of Intent. Please return it along with your two (2) signed copies of the Letter of Intent.

IV. You must also complete the following at Personnel Office by the tenth day of term in which you are teaching in order to be paid. Directions should have been given to you as per I. A. 6. (Davis Island)

1. ____ Fingerprints

2. ____ Loyalty Oath

3. ____ W-4 (Withholding Statement)

CONTENTS OF PERSONNEL JACKETS

NAME _____ DISCIPLINE _____

DATE OF LAST CHECK _____

The following items have been checked in this personnel jacket and are noted below:

ITEMS REQUIRED	DATE OF ITEM	NOTIFICATION	FOLLOW-UP	INFO. REC.
Application				
Transcripts Bachelors				
Masters				
Doctorate				
Letters of Reference				
Teaching Certificate				

Transcripts:

Bachelors _____

_____

Masters _____

_____

Doctorate _____

_____

Letters of Recommendation:

_____

_____

_____

HILLSBOROUGH COMMUNITY COLLEGE
TAMPA, FLORIDA

MEMORANDUM

TO:

FROM: Dr. Anthony Murphy

DATE:

SUBJECT: Completion of Personnel Jackets

A review of our records and your personnel jackets reveals that the following items need to be updated and/or completed:

ITEM	INFORMATION REQUIRED		
Application	Missing	Updating	Completion
Transcripts			
Bachelors		—	--
Masters			
Doctorate			
Letters of Reference			
Fingerprints			
W-4 or Loyalty Oath			

Please take care of this matter by _____ by reporting to Evening Programs Office, Sciences, Room 60, and ascertain the nature of the work to be completed.

Thank you for your cooperation on this matter to insure we get everything necessary entered into your personnel jackets.

AM:bc

QUARTER: 1 2 3 4 5

INSTRUCTOR: _____

FILM SERVICES C-2; RM 120

NUMBER OF PREPARATIONS: ____

HUMANITIES BUILDING

FACULTY FILM REQUESTS

SHOW DATE	ALTERNATE DATE	FILM TITLE	PRICE	SOURCE USED:

appendix b

appendix r

EMERGENCY TELEPHONE NUMBERS

College Telephone Number:
879-7222

Office of Evening Programs:
Ext. 382/388
Hours of Business -
8:00a-10:45p M-Th
8:00a- 5:15p Friday

Campus Police Offices:
Dale Mabry . . . . . .Ext. 343
Gordon Keller. . . . .Ext. 247
Ybor City . . . . . .Ext. 7/470
24 Hour Beeper 883-1504

Police - County and City:
Tampa 223-4211
223-8521
Florida Highway Pat. .239-1101
Hillsborough County
Sheriff 229-7311

Fire Department:
Tampa. 223-4211

Ambulance:
Ambulance Services . .223-1551
Emergency Rescue . . .223-4211

Civil Defense 223-1611

FBI 228-7661

Hospitals:
St. Joseph's 871-5151
Buffalo Avenue
Tampa General. 253-0711
Davis Islands

ADDITIONAL NUMBERS:

FACULTY CALENDAR FOR 1980-81

ACTIVITY	DATES	CLASS DAYS	CONTRACTUAL DAYS
Term 1			
Labor Day Holiday	September 1	0	0
Planning and preparation*	September 2	0	1
Classes	September 3 - November 26	61	62
Thanksgiving Holiday	November 27-28	0	0
Classes	December 1 - December 18	14	14
Planning and preparation	December 19	0	1
		75	77
Term 11			
Planning and preparation*	January 5, 1981	0	1
Classes	January 6 - February 6	24	24
Gasparilla Day (Tampa only) **	February 9 ***	0	0
Classes	February 10 - April 23	53	53
Planning and preparation	April 24	0	1
Commencement Exercices ****	May 3	77	79
Term 111			
Classes	May 4 - May 22	15	15
Memorial Day Holiday	May 25	0	0
Classes	May 26 - June 19	20	20
		35	35
	Total Class Days	187	
	Total Contractual Days		191
Term 1V			
Classes	June 25 - July 2	9	9
Independence Day Holiday	July 3	0	0
Classes	July 6 - August 13	24	24
		35	35
	Total Class Days	222	

*Planning and preparation days are faculty duty days which may involve course preparation, examination and other necessary duties in addition to formal training exercises. In some cases, the needs of the College may require substitution of presently non-duty for duty days.

**Plant City will observe the Strawberry Festival Day instead of Gasparilla Day.

***Gasparilla's exact date is not known by the Chamber of Commerce at the time of this printing.

****Commencement Exercises are tentatively scheduled for Sunday, May 3, 1981.

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